

AMENDMENT OF SOLICITATION/MODIFICATION OF CONTRACT				1. CONTRACT ID CODE		PAGE 1 OF 16 PAGES	
2. AMENDMENT/MODIFICATION NO. 000002		3. EFFECTIVE DATE 10/06/2015		4. REQUISITION/PURCHASE REQ. NO.		5. PROJECT NO. (If applicable)	
6. ISSUED BY US Department of Housing and Urban Development Office of the Chief Procurement Officer Metcalfe Federal Building 77 West Jackson Blvd., RM 2517 Chicago, IL 60604-3507		CODE NFNC		7. ADMINISTERED BY (If other than Item 6)		CODE	
8. NAME AND ADDRESS OF CONTRACTOR (No., street, county, State and ZIP Code) PROSPECTIVE OFFERORS				<input checked="" type="checkbox"/> 9A. AMENDMENT OF SOLICITATION NO.			
				<input checked="" type="checkbox"/> DU205NC-15-R-0009			
				9B. DATED (SEE ITEM 11) 09/15/2015			
				10A. MODIFICATION OF CONTRACT/ORDER NO.			
				<input type="checkbox"/> 10B. DATED (SEE ITEM 13)			
CODE		FACILITY CODE					

11. THIS ITEM ONLY APPLIES TO AMENDMENTS OF SOLICITATIONS

☒ The above numbered solicitation is amended as set forth in Item 14. The hour and date specified for receipt of Offers ☐ is extended, ☒ is not extended.

Offers must acknowledge receipt of this amendment prior to the hour and date specified in the solicitation or as amended, by one of the following methods:
(a) By completing items 8 and 15, and returning _____ copies of the amendment; (b) By acknowledging receipt of this amendment on each copy of the offer submitted; or (c) By separate letter or telegram which includes a reference to the solicitation and amendment numbers. FAILURE OF YOUR ACKNOWLEDGMENT TO BE RECEIVED AT THE PLACE DESIGNATED FOR THE RECEIPT OF OFFERS PRIOR TO THE HOUR AND DATE SPECIFIED MAY RESULT IN REJECTION OF YOUR OFFER. If by virtue of this amendment your desire to change an offer already submitted, such change may be made by telegram or letter, provided each telegram or letter makes reference to the solicitation and this amendment, and is received prior to the opening hour and date specified.

12. ACCOUNTING AND APPROPRIATION DATA (If required)

13. THIS ITEM ONLY APPLIES TO MODIFICATION OF CONTRACTS/ORDERS. IT MODIFIES THE CONTRACT/ORDER NO. AS DESCRIBED IN ITEM 14.

CHECK ONE	A. THIS CHANGE ORDER IS ISSUED PURSUANT TO: (Specify authority) THE CHANGES SET FORTH IN ITEM 14 ARE MADE IN THE CONTRACT ORDER NO. IN ITEM 10A.
<input type="checkbox"/>	
<input type="checkbox"/>	B. THE ABOVE NUMBERED CONTRACT/ORDER IS MODIFIED TO REFLECT THE ADMINISTRATIVE CHANGES (such as changes in paying office, appropriation date, etc.) SET FORTH IN ITEM 14, PURSUANT TO THE AUTHORITY OF FAR 43.103(b).
<input type="checkbox"/>	C. THIS SUPPLEMENTAL AGREEMENT IS ENTERED INTO PURSUANT TO AUTHORITY OF:
<input type="checkbox"/>	D. OTHER (Specify type of modification and authority)

E. IMPORTANT: Contractor ☐ is not, ☐ is required to sign this document and return _____ copies to the issuing office.

14. DESCRIPTION OF AMENDMENT/MODIFICATION (Organized by UCF section headings, including solicitation/contract subject matter where feasible.)

The government is making the following changes to the solicitation:

- 1.) Replace Section L provision "Addendum to FAR 52.212-1- Instructions to Offerors- Commercial Items" in its entirety.

Except as provided herein, all terms and conditions of the document referenced in Item 9A or 10A, as heretofore changed, remains unchanged and in full force and effect.

15A. NAME AND TITLE OF SIGNER (Type or print)		16A. NAME AND TITLE OF CONTRACTING OFFICER (Type or print)	
15B. CONTRACTOR/OFFEROR		16B. UNITED STATES OF AMERICA	
15C. DATE SIGNED		16C. DATE SIGNED	
(Signature of person authorized to sign)		(Signature of Contracting Officer)	

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SECTION L - Instructions, Conditions, and Notices to Bidders

ADDENDUM TO FAR 52.212-1—INSTRUCTIONS TO OFFERORS – COMMERCIAL ITEMS (APR 2014)

Paragraph (c), "Period for acceptance of offers" is tailored as follows: "The offeror agrees to hold the prices in its offer firm for **120** calendar days from the date specified for receipt of offers."

Paragraph (e), "Multiple offers" is deleted from the solicitation.

ADDENDA TO 52.212-1 Proposal Preparation Instructions

- A. To assure timely and equitable evaluation of the proposal, the offeror must follow the instructions contained herein. Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements, in addition to those identified as evaluation factors or subfactors. Failure to meet a requirement may result in an offer being ineligible for award. The response must consist of four (4) separate parts; Part I – Narrative Summary, Part II-Price Proposal, Part III –Technical Proposal, and Part IV – Past Performance.
- B. The contracting officer has determined there is a high probability of adequate price competition in this acquisition. Upon examination of the initial offers, the contracting officer will review this determination and if, in the contracting officer's opinion, adequate price competition exists no additional cost information will be requested and certification under FAR 15.406-2 will not be required. If any time during the competition the contracting officer determines that adequate price competition no longer exists, offerors may be required to submit information other than cost or pricing data to support a determination of price reasonableness.
- C. The government will award a contract resulting from the solicitation to the offeror who will provide best value to the government. The government shall use the following Factors to evaluate offers:

Evaluation Criteria

This is a competitive best value source selection using Tradeoff source selection procedures. The government intends to award up to two (2) Indefinite Delivery/Indefinite Quantity contracts as a result of this solicitation. The government will make a decision on the acceptability of each offeror (acceptable/unacceptable) of each offeror. The government will award a contract(s) resulting from this solicitation to the offeror(s) who provide the best overall value to

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the US Department of Housing and Urban Development as determined by an integrated assessment. Among those offerors who are determined to be technically acceptable, tradeoffs will be made between past performance and cost/price. Performance Price Tradeoff (PPT) in which competing offerors' past and present performance history will be evaluated on a basis significantly more important than cost or price considerations.

D. Submittal of Proposal and Inquiries

1. Technical Questions:

HUD must receive all technical questions no later than ten calendar days after the release date of the solicitation. HUD will answer questions which may affect offerors by email and post the answers electronically (e.g. Federal Business Opportunities (FBO)). When you e-mail your questions, the subject line of the email should read "FOUO\\INFO: Solicitation DU205NC-15-R-xxxx – (Insert Company Name)."

Potential offerors are encouraged to subscribe to email notifications when information has been posted for this solicitation.

2. Information Regarding Submittal of Proposals:

- a. Proposals must be delivered to Ralph Metcalfe Building, DHUD/OCPO, Chicago Contracting Operations Branch, 77 West Jackson Blvd, Room 2517, Chicago IL, 60604. The sealed envelope or package used to submit your proposal must show the time and date specified for receipt, the Solicitation Number, the name and address of the offeror, and **"To Be Opened By Authorized Government Personnel Only."**
- b. Offerors are cautioned the Ralph Metcalfe Building has visitor control procedures requiring individuals not affiliated with the installation must go through a metal detector and packages are subject to screening prior to entrance. **SOME DELAY SHOULD BE ANTICIPATED WHEN HANDCARRYING PROPOSALS.** Offerors should allow sufficient time to arrive at Room 2517 PRIOR to the time specified for receipt. Late proposals will be processed according to FAR 52.212-1(f), "Late submission, modifications, revisions and withdrawals of offers."

E. Documents submitted in response to this solicitation must be fully responsive to and consistent with the following:

1. Requirements of the solicitation (CLINs & PWS) and government standards and regulations pertaining to the PWS.

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2. Evaluation Factors for Award in Section M, FAR 52.212-2 Evaluation-Commercial Items of this solicitation.

F. Incorporation of Proposal

The government contemplates incorporating the price and technical proposal into any resulting contract. The government, at contract award, may incorporate all or any portions of an offeror's proposal.

G. Include Sufficient Detail

The proposal must be clear, concise, and must include sufficient detail for effective evaluation and for sustaining the validity of stated claims. The proposal should not simply rephrase or restate the government's requirements, but must provide convincing rationale to address how the offeror intends to meet these requirements. Offerors must assume that the government has no prior knowledge or experience. The government will base its evaluation on the information presented in the offeror's proposal. The government reminds the offeror that the government reserves the right to award this effort based in the initial proposal as received, without discussions.

H. Proposal Format

1. An offeror's proposal must consist of four separate volumes:

Volume	Title	Page Limitation
I	Narrative Summary	5
II	Price	N/A
III	Technical	70
IV	Past Performance	N/A

2. Documents submitted in response to the solicitation must be fully responsive to and consistent with the following:
 - a. Requirements of the solicitation (CLINs and PWS) and government standards and regulations pertaining to the PWS.
 - b. Evaluation factors for award according to solicitation provision FAR 52.212-2 – "Evaluation—Commercial Items" and "Addendum to FAR 52.212-2—Evaluation—Commercial Items."
 - c. The proposal must not exceed the limits stated above. If the page limitations are exceeded, the pages in excess of the limit will not be read or considered in the evaluation of the proposal. The government will not accept any changes to the contractor's proposal after the due date for proposals (See FAR 52.212-1(f) for further

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information regarding late proposals). If discussions become necessary, page limitations may be placed on responses to discussions. The specific page limits for discussion responses will be identified in the letters forwarding the responses to the offerors.

3. Size limit of Volume III – Technical Proposal.

- a. Offerors must limit Volume III-Technical Proposal, of their initial offers to 70 pages, except for the information specifically in (3)(d) below. Offerors are cautioned that if Volume III of their offers exceeds this limit, the government will evaluate only the information contained in the pages up through the permitted number. The government will not evaluate pages beyond that limit.
- b. A page must consist of one side of a single sheet of 8.5" x 11" paper, single spaced, using not smaller than 12 point type font, and having margins at the top, bottom, and sides of the page less than one inch in width.
- c. Text color must be black. The offeror may use color in graphics or charts for greater clarity. Text in graphics and charts must be single spaced, no smaller than 9-point Arial Narrow; text in tables must be no smaller than 9-point Arial. The size and font of headers are not dictated. No fonts may be condensed.
- d. The following information is exempt from the limitation set forth in paragraph (1): The cover letter and any resumes, statement of corporate capability and experience, statements of subcontractor/teaming partner capability and experience, letters of commitment, organizational charts, and graphics.
- e. Offerors are encouraged to use recycled paper and to use both sides of the paper (see FAR § 52.204-4, **Printed or Copied Double-Sided on Postconsumer Fiber Content Paper**).

Text color must be black. The offeror may use color in graphics or charts for greater clarity. Text in graphics and charts must be no smaller than 9-point Arial Narrow; text in tables must be no smaller than 9-point Arial. The size and font of headers are not dictated. No fonts may be condensed.

- f. Electronic Offers: **NOTE: Do not submit on flash drive, CD-RW, or DVD-RW** media. The offeror must submit electronic versions of all volumes on a single compact Disc (CD). The content and page size of electronic copies must be identical to the hard copies. If there is a difference, the hard copies will be used for evaluation purposes. Indicate on the CD, the offeror name and volume

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numbers and titles. Each volume must be in separate directories/folders on the CD-ROM. Use separate files to permit rapid location of all portions, including exhibits, annexes, addenda, and attachments, if any. If files are compressed, the necessary decompression application must be included and compatible with the government's Windows operating system. Multiple disks, if required, will each be labeled with the contents. The file-naming convention for the proposed volumes is as follows. It is permissible to expand on these names if a list of the content of each is provided. Offerors must certify that each CD-ROM has been checked using the latest version of virus detection software and is virus-free. The certification must identify the virus detection software and version used.

Files	File Name
Volume I – Executive Summary	Executive Summary
Volume II – Price	Price
Volume III – Technical	Technical
Volume IV – Past Performance	Past Performance

Two electronic copies of the proposal must be submitted in a format readable by Microsoft (MS) Word 2010, MS Excel 2010, MS-Project 2010, and MS-Power Point 2010, as applicable. One copy must be unlocked in order to export the winning offeror's information into the government's contract writing systems. In addition to other instructions for submitting electronic versions of their proposal, offerors must follow these instructions:

- (a) Media. Electronic storage media must be submitted in the CD-ROM format.
 - (b) MS-Word Format. Documents submitted using Microsoft Office must be saved in the Microsoft Office 2010 (DOCX) default format.
 - (c) PDF Format: Submit PDF documents using only Adobe Acrobat XI or older. Do NOT submit any documents in PDF format copied as "images." All PDF files must be created in such a way to enable the textural search and copy functions in Adobe Acrobat.
 - g. Each volume must include a cover page with the following information:
 - i. Volume number and name of volume.
 - ii. Solicitation title.
 - iii. Offeror's name, address, and contact information.
 - iv. Date of proposal and validity date.
 - v. DUNS number
 - vi. Tax Identification Number (TIN)
- a. Each volume must contain a detailed table of contents to delineate the subparagraphs within that volume. Tab indexing must be used to identify sections.
 - b. All volumes must contain page numbers. Offerors must use a standard page numbering system.

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- c. Each volume must contain a glossary of all abbreviations and acronyms used, with a definition for each.
- h. As part of the proposal submission, offerors must submit a Proposal Matrix using the table below or similar format, which maps what page of the proposal addresses each Performance Work Statement /tasks requirement identified under “Technical Approach”, and which page of the proposal fully addresses each Evaluation Factor. The offeror must use the appropriate column to fill in the requirement as stipulated in the solicitation to which the page/section number applies.

Proposal Page(s)/Section Number(s)	Solicitation Requirement	Performance Work Statement	Instructions to Offerors	Evaluation Factors	Comments

I. Specific Instructions

- 1. PART I-NARRATIVE SUMMARY** - Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.

In the Executive Summary Volume, the offeror must provide the following information.

A concise narrative summary of the entire proposal, including significant risks, and highlight any key or unique features, excluding price. The salient features should agree with Section M evaluation factors/subfactors. Any summary material presented here must not be considered as meeting the requirements for any portions of other volumes of the proposal. In accordance with FAR § 52.219-14 – Limitations on Subcontracting, for a service contract, at least 50% of the contract cost incurred for personnel shall be expended for employees of the prime 8(a) concern. The prime contractor must state in their proposal submission that they will adhere to FAR § 52.219-14 and explain the percentage breakout of work accomplished by the prime and all applicable subcontractors, teaming arrangements, etc. Offerors must identify if they are submitting a proposal as a joint venture, and must identify the joint venture partners. Offerors must include a copy of the joint venture partnership agreement as an attachment to Volume I. This agreement will not be included in the five page limit.

- 2. PART II- PRICE PROPOSAL** – Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.

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- a. Complete blocks 12, 17, and 30 of the SF-1449. In doing so, the offeror accedes to the contract terms and conditions as written in the solicitation with attachments.
- b. Insert proposed unit and extended prices according to Section B clause, **Schedule of Prices/Costs**. Offerors must submit the prices for Section B clause **Schedule of Prices/Costs** in the **Total Evaluated Price Matrix (see Attachment #1)**. Ensure that the total extended pricing for each CLIN is calculated correctly.
- c. Offerors must submit prices that are consistent with the requirements set forth in the Performance Work Statement and in the format requested in Attachment #1 of this solicitation. If the offeror proposes annual cost of living increases, the offeror must support the proposed increases with historical and relevant market index information.
- d. Complete all the necessary fill-ins in the SF-1449-Continuation Sheet. FAR provision 52.212-3—"Offeror Representations and Certifications -- Commercial Items", must be completed and returned along with your proposal. Registration in the online representations and certifications program at <https://www.sam.gov> meets this requirement.
- e. All dollar amounts proposed must be rounded to the nearest dollar by each offeror. If any rounding is overlooked, the government will round all dollars to the nearest dollar.

3. PART III – TECHNICAL PROPOSAL – Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.

The technical proposal must be specific and complete. Legibility, clarity and coherence are very important. The proposal should not simply rephrase or restate the government's requirements, but rather must provide convincing rationale to address how the offeror intends to meet these requirements. Offerors must assume the government has no prior knowledge of their capabilities, work processes, facilities, and experience. The government will base its evaluation on the information presented in the offeror's proposal. Elaborate brochures or documentation binding, detailed artwork, or other embellishments are unnecessary and are not desired.

- a. **Technical Approach** (Must not exceed 20 pages)
 - The offeror must submit a technical approach that demonstrates logical and feasible methods for meeting the requirements described in the PWS Tasks 4.4.1, 5.2 through 6.2 and meeting the performance objectives outlined within the solicitation.
 - The offeror must address in their technical approach how they will staff and perform construction inspection (CI) services in the Region (see PWS 1.6.2 **Place of Performance**).

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- The offeror must submit a project schedule that demonstrates a clear understanding of the required CI services and HUD requirements with realistic timeframes for performing all PWS tasks.
- If the offeror is proposing subcontractors, teaming partners, the offeror must clearly identify what aspects of the work will be performed by the prime contractor and what aspects of the work will be performed by each subcontractor, teaming partner.
- The offeror must submit a transition-in plan according to PWS Section 1.7.1, **Transition-In**. The offeror must submit an orderly transition-in plan of the work acceptance and accomplishment so that any impact to the program is minimized. The transition-in plan must include a description of the transition activities to be carried out by the offeror and a timeline for the implementation and completion of all transition-in activities.

b. **Quality Control Plan** (Must not exceed 10 pages)

The offeror must submit a Preliminary Quality Control Plan (QCP) according to PWS 4.4.1, Quality Control Plan. The QCP must address the requirements listed in the Instructions of Offerors to ensure that all tasks are completed according to the performance standards listed in the solicitation. The offeror must submit an organizational chart that reflects the independence of the Quality Control function.

The QCP must be sufficiently detailed to provide the Contractor's methodology for identifying and recruiting qualified personnel. The QCP must provide the Contractor's methodology for resolving problems identified by the Government during reviews conducted in accordance with its Quality Assurance Surveillance Plan (QASP). The QCP must provide the Contractor's methodology for establishing an internal feedback system for support personnel, and for resolving problems identified by that feedback system. The QCP must demonstrate and validate that the services or deliverables to be provided under the contract are completed with a level of quality that meets the minimum performance threshold established in the Government's QASP. The QCP must address Quality Management Approach, Quality Assurance, Quality Control and Quality Standards.

c. **Management Plan** (Must not exceed 30 pages)

- The offeror must submit a Management Plan that is clear, concise, and demonstrates that it will result in meeting the objectives and requirements contained in the PWS tasks identified under the instructions for Technical Approach.

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- The offeror must submit a Management Plan that details:
 - Key personnel and responsibilities;
 - Subcontracting and teaming arrangements and reporting relationships of all subcontractors and team members;
 - Successful communication and coordination between the contractor and the government personnel/roles;
 - Clear lines of authority from the top of the organization to all those working on the Construction Inspection Services Program;
 - Schedules of all tasks and subtasks, meetings, and deliverables;
 - Quality Control Plan;
 - Managing conflicts/multiple use of resources proposed to be used on multiple contracts or other contractor efforts.
- d. **Key Personnel** (Must not exceed five pages)(Resume must not exceed two pages per person submitted. Letter of Commitment does not apply to page limitations)

The offeror must submit Key Personnel resumes that demonstrate sufficient relevant prior experience, qualifications, education and certifications for personnel proposed to fill key positions identified by the offeror. The Key Personnel proposed and number identified must reflect adequate capabilities or skill sets to ensure the outcome and benefits sought by the government are achievable. The offeror must state what percentage of the Key Personnel's work week time will be dedicated to the performance of the contract. The offeror must submit letters of commitment for all Key Personnel.

Specific Key Personnel requirements are as follows:

Contract/Project Manager

Three years of recent (within the past six (6) years) satisfactory construction inspection experience related to the specific inspection tasks required by this contract. The inspection experience for the inspectors must be recent (within the past six (6) years). The inspection experience does not have to be within the last 6 years; only the experience in managing and overseeing as indicated above. Satisfactory experience is defined as three years of recent multifamily construction inspection activities or five years of experience in a combination of multifamily, single family, and commercial construction inspections, with a minimum of one of those five years being multifamily. Specific projects where multifamily experience was obtained will be listed with references who can confirm the experience.

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Inspection experience must cover all activities and phases of a construction project, and not just a single activity or discipline. The experience shall demonstrate:

- A record of performing acceptable construction and warranty inspections and related construction contract administration tasks as required by this contract.
- The inspector's knowledge of and familiarity with construction, construction inspection, and construction administration.
- Knowledge of national building codes and standards, current standard construction methods and procedures, Federal Fair Housing Accessibility Guidelines, and HUD regulations and handbook requirements to ensure compliance with it by the owner, builder and the supervisory architect. The complexity of some projects may mandate that they be assigned to an inspector whose background indicates the ability to perform those inspections.

Alternate Contract/Project Manager

Three years of recent (within the past six (6) years) satisfactory construction inspection experience related to the specific inspection tasks required by this contract. The inspection experience for the inspectors must be recent (within the past six (6) years). The inspection experience does not have to be within the last 6 years; only the experience in managing and overseeing as indicated above. Satisfactory experience is defined as three years of recent multifamily construction inspection activities or five years of experience in a combination of multifamily, single family, and commercial construction inspections, with a minimum of one of those five years being multifamily. Specific projects where multifamily experience was obtained will be listed with references who can confirm the experience.

Inspection experience must cover all activities and phases of a construction project, and not just a single activity or discipline. The experience shall demonstrate:

- A record of performing acceptable construction and warranty inspections and related construction contract administration tasks as required by this contract.
- The inspector's knowledge of and familiarity with construction, construction inspection, and construction administration.

Knowledge of national building codes and standards, current standard construction methods and procedures, Federal Fair Housing Accessibility Guidelines, and HUD regulations and handbook requirements to ensure compliance with it by the owner, builder and the supervisory architect. The complexity of some projects may mandate that they be assigned to an inspector whose background indicates the ability to perform those inspections.

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e. Staffing Plan (Must not exceed five pages)

The offeror must submit a staffing plan. The offeror must:

- Provide a narrative description of the offeror's approach for staffing the project. This should include discussion of how the offeror will ensure that they are adequately staffed to start the performance within two weeks after award of the contract;

4. PART IV –PAST PERFORMANCE INFORMATION – Only references for same or similar type contracts are desired. Submit original and two (2) paper copies and two certified virus free electronic copies in .pdf, Microsoft Word 2010. Excel files must be Excel 2010 format.

In evaluating Past Performance, HUD will address four components – recency, relevancy, quality, and sufficiency. This factor's primary emphasis is to assess the past performance of the proposed prime contractor (or in the case of joint ventures or some other teaming arrangement, the primary member of the team) or that of substituted key personnel. However, if significant subcontracting/use of other teaming arrangements is anticipated, the past performance history of the proposed subcontractors/other team members must also be evaluated.

- *All references will be first assessed for recency and HUD will consider only references performed within the three years immediately prior to submission of the proposal;*
- *Of those determined to be recent, HUD will assess the degree of similarity in scope, value and magnitude the past performance efforts submitted have to the solicitation requirements to determine relevancy;*
- *HUD will then assess relevant past performance efforts for quality;*
- *HUD's overall assessment will be based upon sufficiency of high quality past performance and risk of nonperformance.*

The final rating under this factor will encompass the totality of the information provided, including completeness, relevancy, and the depth, breadth, and quality of only relevant past performance for the proposed prime contractor and proposed subcontractor/team members or substituted key personnel. The final rating will range from Excellent (High Confidence) to Unacceptable (Low Confidence). Offerors that have addressed the factor and have no relevant past performance history by the prime, any subcontractors/team members, or substituted key personnel will be rated as Neutral (Unknown Confidence). Offerors that fail to address the factor will be determined to have not complied with the solicitation requirements and will receive the lowest possible rating.

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HUD is not restricted to evaluating the information provided by the offeror or the surveys provided by references and may utilize information obtained from any source. HUD will obtain additional information from the Government's Past Performance Information Retrieval System (PPIRS), if available.

- (a) Past Performance Surveys: The government will evaluate the quality and extent of offeror's performance deemed relevant to the requirements of this solicitation. The government will use this information submitted by the offeror and other sources such as other federal government offices and commercial sources to assess performance. The evaluation of past performance information will take in account past performance information regarding predecessor companies, key personnel who have relevant experience, or subcontractors that will perform major or critical aspects of the requirement when such information is relevant to the instant acquisition.
- The offeror must submit a completed chart providing the information required by the Past Performance Information chart in **Attachment #11**. The chart must reflect all relevant past performance contracts performed for federal agencies and commercial customers within the last three years. If the offeror has more than five (5) relevant past performance references, then the offeror must provide the most recent 5 references. Relevant contracts include services related to multifamily construction inspection services. As an attachment to the chart, the offeror must provide a narrative describing the past performance references that reflect the most relevance to the services being obtained under the contract to be awarded. The narrative must clearly state establish the relevancy of the past performance to the current requirements (Narratives must not exceed one page per reference).
 - If you're proposing to enter into a subcontracting arrangement (or use joint ventures/partners, or other entities other than the prime contractor to perform) more than twenty percent of the contract value, you must submit a separate chart and narrative as to the arrangement, including any relevant past/present performance information on previous teaming arrangements with the same partner. If this is a first time joint effort each party to the arrangement, each party to the arrangement must provide a list of past and present relevant contracts.
 - ***The contractor must submit the survey (see Attachment #13) to each past performance reference (PPR) identified in the Past Performance Volume. In turn, the PPR must submit the completed survey to Gene H. Jackson at US DHUD/OCPO, Chicago Contracting Operations Branch, Room 2517, Chicago IL, 60604, or email gene.h.jackson@hud.gov. When the PPR submits the survey by email, the subject line of the email shall read "FOUO\\INFO:***

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Solicitation DU205NC-15-R-xxxx – (Insert Company Name)/Past Performance Survey.

Evaluators shall send survey to the government no later than seven days after receipt of this questionnaire. The government will not accept questionnaires from the offeror being evaluated. HUD is requesting offerors to submit Past Performance Information **TWO WEEKS BEFORE THE DATE FOR RECEIPT OF PROPOSALS.** This will enable HUD to accelerate the evaluation process in order to meet and fulfill mission requirements. Non-compliance of the request will not deem an offeror as non-responsive, but receipt of an offeror's past performance information after the exact time specified for receipt of proposals will render the entire proposal late. Offerors are not required to submit surveys for references where past performance information is available in the Past Performance Information Retrieval Systems (PPIRS).

- If past performance from the offering firm does not exist, the offeror may substitute past performance of key personnel that will be performing major aspects of the work under any resulting contract. If the offeror chooses to make such a substitution, the offeror must clearly identify the substituted key personnel by name and title proposed. Only the past performance of Key Personnel overseeing the entirety of the proposed project will be considered in substitution for the firm's past performance under this factor. The contractor must provide the survey (see **Attachment #13**) to each past performance reference with first-hand knowledge of the performance of the substituted Key Personnel in sufficient time for the reference to complete and submit the survey directly to the HUD contracting officer prior to the date and time of submission of proposals.

- (b) Subcontractor Consent: Past performance information pertaining to a subcontractor cannot be disclosed to the prime offeror without the subcontractor's consent. Provide with the proposal a letter from all subcontractors that will perform major or critical aspects of the requirement, consenting to the release of their past performance information to the prime contractor.

J. General Information

1. FEDERAL HOLIDAYS: The following federal legal holidays are observed by this installation:

New Year's Day 1 January
Martin Luther King's Birthday Third Monday in January
President's Day Third Monday in January
Memorial Day Last Monday in May
Independence Day 4 July
Labor Day First Monday in September

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Columbus Day Second Monday in October
Veteran's Day 11 November
Thanksgiving Day Fourth Thursday in November
Christmas Day 25 December

2. The government is not responsible for any costs incurred or associated with preparation and submission of a proposal in response to this solicitation.
3. TEAMING/PARTNERING OFFERORS (Does not apply to page limitations): If the offeror is based on a teaming/partner relationship, the offeror must provide letters of commitment from all businesses they intend to team/subcontract with who will provide more than 10% of the total cost of labor during performance of the contract. All letters of commitment must include the following information:
 - (i) Reference the solicitation number;
 - (ii) Clearly state the commitment is for support as a subcontractor on any contract/order award;
 - (iii) Identify the work or professional service disciplines to be provided through subcontracting;
 - (iv) Identify the period covered by the commitment (e.g. contract base period and all options or other agreement);
 - (v) Identify any key personnel to provide support under the subcontract;
 - (vi) Provide a general description of the subcontractor's capacity to support proposed task(s) with a specific statement regarding capacity limits;
 - (vii) Identify specific terms and conditions governing the commitment; and,
 - (viii) Reference any prior relationship with the offeror that will indicate the potential for successful performance.

The agreement must include information which identifies the responsibilities for each entity under this contract. The agreement must demonstrate the relationship between the firms and identify contractual relationships and authorities to bind each entity of the teaming/partnering relationship.

4. JOINT VENTURE AGREEMENTS (Does not apply to page limitations): If the offeror is a joint venture, the offeror must provide letters of commitment for all parties including a copy of the joint venture agreement with the proposal. Joint Ventures are allowable on competitive 8(a) set-asides, however, the joint venture must be received by the Small Business Administration (SBA) prior to proposal due date and approved before award of any resulting contract. If you are contemplating a joint venture on this project, you must advise your assigned SBA Business Opportunity Specialist (BOS) as soon as possible. It is also recommended that the agreement be submitted as soon as practicable to ensure

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compliance with established regulations. Any corrections and/or changes needed can be made only when your BOS has adequate time for a thorough review before the proposal due date. NO CORRECTIONS AND/OR CHANGES ARE ALLOWED AFTER TIME OF SUBMISSION OF PROPOSALS.

5. DEBRIEFINGS: The contracting officer will promptly notify offerors of any decision to exclude them from the competitive range, according to FAR section 15.503, **Notification of Unsuccessful Offerors**. Upon release of such notification, an offeror may request and receive a debriefing. Offerors desiring a debriefing must make their request according to FAR section's 15.505 **Pre-award Debriefing of Offerors** or 15.506 **Post-award Debriefing of Offerors** as applicable.
6. DISCREPANCIES: If an offeror believes that a requirement in these instructions contain an error, omission, or are otherwise unsound, the offeror must immediately notify the contracting officer in writing with the supporting rationale. The offeror is reminded that the government reserves the right to award this effort based on the initial proposal as received, without discussions.
7. ALTERNATE PROPOSALS: The government will not consider alternate proposals for award.

Offerors are required to meet all solicitation requirements, including terms and conditions, representations and certifications, and technical requirements. Failure to meet a requirement will result in the offeror being ineligible for award.